



**PLANNING AND ZONING COMMISSION  
TOWN OF TRUMBULL**

**APPLICATION FOR SPECIAL PERMIT OR SITE PLAN APPROVAL**

Property located in: ☐ **Commercial Zone B - C**  
☐ **Industrial Zone I-L, I-L2, I-L3**  
☐ **Residence Zone A, AA, AAA**

Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

Location of Premises: \_\_\_\_\_

Assessor's Map No.: \_\_\_\_\_ Parcel No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Trumbull Land Records: Volume: \_\_\_\_\_ Page: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Address of Owner of Record: \_\_\_\_\_

Description of Proposed Request, including specific use to be conducted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Industrial Uses Only: Maximum number of shifts: \_\_\_\_\_

Maximum number of employees each shift: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Owner of Record: \_\_\_\_\_

**A FEE IN ACCORDANCE WITH APPROVED FEE SCHEDULE MUST ACCOMPANY  
THIS APPLICATION. Make check payable to TOWN OF TRUMBULL.**

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**FOR OFFICE USE ONLY**

Date of Application and Fee Received: \_\_\_\_\_ By: \_\_\_\_\_

Zone in which premises are located: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_ Date Action Taken: \_\_\_\_\_

List of Abutters Submitted: \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THE APPLICATION:**

1. Copy of Deed (can be obtained from Town Clerk's Office).
2. Copy of Field Card (can be obtained from Assessor's Office)
3. Five (5) sets of site plans showing existing and proposed buildings, structures, signs, outdoor illumination, access roads, off-street parking and loading space, storm drainage, sanitary sewers, landscaping and contours, all of which are subject to the approval of the Commission, shall be submitted with application.
4. The design of the proposed buildings, signs, and other structures prepared by a registered architect or professional engineer, including building materials, color, exterior of building, all of which are subject to the approval of the Commission.
5. Proposed construction of all roadways and drainage structures and facilities shall be submitted (copy to the Town Engineer) in the form of a plot plan including elevations and grades, same being subject to Town Engineer's approval.
6. Compliance with "Notification of Abutting Property Owners" procedure as shown on the attached.
7. Applicants shall provide a copy of the Landscaping Plan in sufficient time for the Town Tree Warden to make comments and recommendations. The recommended plan shall be presented to the Planning and Zoning Office prior to the scheduled Public Hearing.
7. Additional set of plans shall be submitted to the following departments for review and comment: Building Department, Fire Marshal, Police Department, Engineering, Health Department, and Fire Department. A sign-off from each of these departments is required. See attached form. Please allow adequate time for review.
8. **All above-referenced signatures (#7) are required before application is submitted to Planning and Zoning.**

**Departmental Application Sign-off**  
**for receipt of Special Permit/Site Plans prior to scheduled**  
**Planning & Zoning Commission Public Hearing**  
**(not to be confused with sign-off for application approval).**

Return to Planning & Zoning Office when completed.

Location of Premises: \_\_\_\_\_

Permit Application Number: \_\_\_\_\_

**Required**

( ) Planning \_\_\_\_\_ Date: \_\_\_\_\_

( ) Zoning \_\_\_\_\_ Date: \_\_\_\_\_

( ) Engineering \_\_\_\_\_ Date: \_\_\_\_\_

( ) Inland Wetlands \_\_\_\_\_ Date: \_\_\_\_\_

( ) W.P.C.A. \_\_\_\_\_ Date: \_\_\_\_\_

( ) Health Dept. \_\_\_\_\_ Date: \_\_\_\_\_

( ) Fire Marshal \_\_\_\_\_ Date: \_\_\_\_\_

( ) Police Dept. \_\_\_\_\_ Date: \_\_\_\_\_

( ) Building Dept. \_\_\_\_\_ Date: \_\_\_\_\_

( ) Fire Dept. \_\_\_\_\_ Date: \_\_\_\_\_

## **NOTIFICATION OF ABUTTING PROPERTY OWNERS**

Each applicant to the Planning and Zoning Commission for a change in zone, Special Permit, or Subdivision/Resubdivision shall be required to provide to the Clerk at the time of filing said application, a listing of the names and addresses of each property owner who owns property abutting the premises which is the subject of such application. In addition, if the application involves AA or AAA Residence Zones, all property owners within 500 feet of all property lines shall be notified. If the application does not involve AA or AAA Residence Zones, all property owners within 250 feet of all property lines shall be notified. In the case of multi-family dwellings or institutions, the administrator or association shall be notified in lieu of each individual. SPECIAL PERMIT APPLICATIONS FOR APARTMENTS SHALL NOTIFY PROPERTY OWNERS WITHIN 150 FEET OF ALL PROPERTY LINES.

It shall be the responsibility of the applicant to prepare the list of said abutting property owners from the records of the Assessor's Office as shown on the last completed Grand List by determining the names and addresses of said property owners as measured on the most recently completed Assessor's Maps as are on file in the Assessor's Office. Said property owners shall be notified by the applicant **by FIRST CLASS MAIL** of the time and place of the public hearing at which said application shall be heard. The mailing of said notices shall be evidenced **by a certificate of mailing from the United States Postal Service**. Said notice letters shall be postmarked not less than **TWELVE (12) DAYS** prior to the scheduled date for said hearing. It shall be the applicant's responsibility to file with the Clerk of the Commission, not less than **FIVE (5) CALENDAR DAYS** prior to the hearing date, the list of all property owners to whom notice has been sent, a copy of the letter mailed, and the certificate of mailing from the United States Postal Service.

## SAMPLE FORM LETTER

Date:

Name:

Address:

Re: Application of: (Applicant's name)

**(Property address of premises which are subject of application)**

Assessor's Map No: \_\_\_\_\_ Assessor's Lot No: \_\_\_\_\_ Zone: \_\_\_\_\_

Dear \_\_\_\_\_:

As a property owner within \_\_\_\_\_ feet of my property line, I would like to inform you that I have filed an application before the **Planning and Zoning Commission of the Town of Trumbull** for a \_\_\_\_\_ (type of application) \_\_\_\_\_ for my property.

My application is to allow: \_\_\_\_\_

If you, or your representative, have any interest in my application, you are invited to attend the **Planning and Zoning Commission Public Hearing** to be held in the Trumbull Town Hall at 7:30 p.m. on (date of public hearing).

Copies of the plans and documentary material relative to my application are on file in the Planning and Zoning Office at Town Hall and may be inspected by you or your representative during regular business hours.

You may speak at the public hearing or submit written evidence to the Commission concerning this application prior to the public hearing.

If you have any questions, please feel free to call either myself, \_\_\_\_\_ (your name) at \_\_\_\_\_ (your phone number), or the Planning and Zoning Office at 452-5047.

Very truly yours,